

COMMONWEALTH COMMUNIQUE

Issue No. 02-01

The Personnel Cabinet publishes this newsletter for state government employees.

January 2002

Governor Patton Reflects on 2001

The first year of the new millennium will tragically live on in the minds of all citizens of the world due to the events of Sept. 11. Beginning a new century and a new millennium with a world war would have been unthinkable to most individuals last year at this time. But the attacks on the World Trade Towers and the Pentagon, and the resulting loss of thousands of lives, have changed us forever. We have lost our innocence. We understand now that we are vulnerable to acts of terrorism. For the remainder of most of our lives, we will mark time and history by this date.

While we are experiencing one of America's gravest hours, the strength of our great country has always been its ability to overcome both adversity and evil. History has

demonstrated over and over again that it is often during very difficult times that we see the greatest examples of leadership emerge. We have seen such leadership during the past three months, as we have become a united nation in support of our president and military in their response to this aggression.

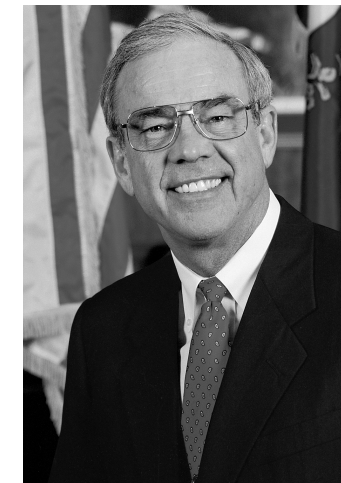
As Americans, we must continue to move forward and prove to the world that our spirit and resolve will not be broken by a group of crazed terrorists.

This holds particularly true for Kentucky.

Over a decade ago, citizens in Kentucky took up the mantle of leadership when they committed themselves to reforming the educational product in the state. The 1990 Kentucky Education Reform Act and the 1997 Postsecondary Education Improvement Act happened because citizens, legislators, business leaders, community leaders, educators, and students partnered together to make them a reality. A commitment was made to stop the 100 years of decline that had resulted in Kentucky being ranked at the bottom of states in many indicators including education, per-capita income, and other quality-of-life issues.

These pieces of legislation took courage and vision from all of us because it required that we think beyond the next election and the next generation to the Kentucky of 2020 and beyond. In these tough economic and uncertain war times, it is even more important that we don't lose sight of the 20-year journey we are on to alter the course of history and put Kentucky on a trajectory course that will move us above the national average and make us a center of excellence.

In the State of the Commonwealth address to begin my second term as Governor, I said I had four priorities ... education, education, education, and education. That may sound a little redundant but they are four very unique, but separate, educational priorities that include early childhood



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Personnel Secretary's Message

By Secretary Carol M. Palmore, Personnel Cabinet



Throughout the Patton Administration, the Personnel Cabinet has attempted to offer and support both statutory and regulatory changes that ensure equitable treatment of employees. We had that in mind in 1999 when we completely rewrote the Personnel Administrative Regulations. Once

again, we have amended our Personnel Administrative Regulations in order to make sure employees are treated the same, both within an agency and throughout the 18A personnel system. I want you to be aware of one of the changes we have made.

The column to the right reflects our current pay grade schedule. This schedule, which became effective July 1, 2001, contains the entry level and midpoint wages for each pay grade. Each job classification is assigned to one of the pay grades on the schedule.

Jobs (the people in this office always refer to them as classifications) are assigned to a pay grade based on the point value of the job. The point value is arrived at through a rather complex process. First, randomly selected employees in a wide variety of classifications are asked to complete a comprehensive questionnaire about their work. The questions are geared toward being able to measure (with specific numbers) the amount of problem-solving, accountability, know-how, and other special requirements that are necessary to perform that job.

Based on these questionnaires, job class specifications are written and points are assigned to each job. We survey other employers in the public and private sector to find out what salary they are paying for those jobs. We have learned from the surveys that jobs with similar point values generally are paid similar salaries. The salary schedule, which lists the number of pay grades and the points assigned to those pay grades, is developed using this information. That schedule lists the pay grades we have and the entry level wage (the least amount the state will pay an employee performing that type of work) and the midpoint wage (the

| COMMONWEALTH OF KENTUCKY Classified and Unclassified Salary Schedule July 1, 2001 | | | |
|---|-------|------------------|---------------|
| Grade | Rates | Entry Level Wage | Midpoint Wage |
| 3 | AN | \$10,650.96 | \$14,110.32 |
| 4 | AN | \$11,715.60 | \$15,520.08 |
| 5 | AN | \$12,885.60 | \$17,072.40 |
| 6 | AN | \$14,176.56 | \$18,780.48 |
| 7 | AN | \$15,592.32 | \$20,656.56 |
| 8 | AN | \$17,152.32 | \$22,723.44 |
| 9 | AN | \$18,866.40 | \$24,995.28 |
| 10 | AN | \$20,752.08 | \$27,495.12 |
| 11 | AN | \$22,828.80 | \$30,244.56 |
| 12 | AN | \$25,112.16 | \$33,269.04 |
| 13 | AN | \$27,623.76 | \$36,775.20 |
| 14 | AN | \$30,384.96 | \$40,255.92 |
| 15 | AN | \$33,425.04 | \$44,282.64 |
| 16 | AN | \$36,767.28 | \$48,711.12 |
| 17 | AN | \$40,443.12 | \$53,580.24 |
| 18 | AN | \$44,489.28 | \$58,938.96 |
| 19 | AN | \$48,935.28 | \$64,831.68 |
| 20 | AN | \$53,829.84 | \$71,317.44 |
| 21* | AN | \$59,213.76 | \$78,448.56 |
| 22* | AN | \$65,134.08 | \$86,291.52 |

*Denotes grades unique to the Unclassified Service

salary most employers would pay an experienced worker performing that type of work).

We then compare the point value of all jobs and assign them to a pay grade in the salary schedule based on their number value. In this way, we make sure that gender, race and other factors that could be discriminatory do not enter into the equation.

Now, having said all of that, let me explain why that is important and relevant to the regulatory change we pursued. After each job has been evaluated and assigned a point value, it is then placed in the appropriate pay grade. For example, all jobs that have a point value of 101-120 are placed in a particular grade and all jobs with a point value of 121-140 are placed in the next higher grade. So, there is a pay grade (and salary) to which each job is assigned.

(Continued on page 3.)

Message (Continued from page 2.)

Previously our regulations allowed an employee to demote from a job in one grade having more points (based on the amount of know how required to do the job, the level of problem solving required by the job, and the level of accountability and other relevant factors) to a position in a lower pay grade (using those same factors) and to retain the salary of the higher pay grade. In other words, the employee received the same amount of money to perform a lower level of work. However, this was permissive and agencies handled this situation differently.

Some agencies required an employee to take a 5% per grade reduction in salary upon demotion. Some agencies allowed an employee to demote and take no reduction in salary regardless of how many grades the employee demoted. Some agencies required an employee to take a 5% reduction in salary for every two grades demoted. And, worst of all there have been situations in the past when agencies allowed employees to demote for the sole purpose of then promoting them back to their original job and pay grade with a salary increase.

In other words, our previous regulation was used by some to “game the system.”

Under the new regulation, an individual can still accept a demotion to a position in a lower pay grade and retain his or her salary from the higher pay grade. However, that person will not receive an increase for later moving to a

job in a higher pay grade until he or she passes the pay grade from which originally demoted.

Under the new regulation, if a person is demoted from a grade 12 to a grade 9 and does not have his or her salary reduced by 5% per grade, then is promoted, reclassified or reallocated to another job that is grade 10, grade 11 or grade 12, there will be no increase in salary. This is because the person is already being paid at a rate for a grade 12.

If that person is later moved to a job that is a grade 13, he or she will receive an increase of 5% as a result of passing grade 12, from which the original demotion was taken. Remember that the person was being paid for grade 12 level work all the time he or she was in a grade 9, 10 and 11.

If a person is demoted from a grade 12 to a grade 9, and that person’s salary is reduced by 5% per grade (15%), then is promoted, reclassified or reallocated to a job in a higher grade, then he or she will receive a 5% per grade increase for moving to the higher level job. This is because the salary had been reduced to a rate for a person in the lower grade.

We think this regulation brings more fairness to our system and hope you agree with us. You may view the regulation (KAR 2:034) on our Web site at www.state.ky.us/agencies/personnel/pershome.htm.

Help With Keeping New Year’s Resolutions

By Mary Jane Cowherd, Personnel Cabinet, Kentucky Employee Assistance Program

Have you already messed up your New Year’s resolutions? If so, don’t feel alone.

It seems those resolutions are fast forgotten. Every year we go through the process of making pledges to ourselves that this year we’ll lose ten pounds, or cut back on smoking, or whatever we come up with. There must be a way to make these resolutions stick with us.

The best way to get past the wishing stage of a New Year’s resolution is to develop a plan. Think through what has to happen in order for the resolution to become reality. Break the steps down into achievable tasks. Set specific time frames for these things to happen. If you have a deadline you might be more likely to follow through! Write your

plans and deadlines, then post them where they’ll remind you to take action. Remember that a journey of a thousand miles begins with a single step.

If this year you resolved to seek help for that personal problem that just hasn’t gotten better, then plan on calling your Kentucky Employee Assistance Program (KEAP). KEAP maintains regular State Government office hours and can be reached at 1-800-445-5327 or (502) 564-5788.

Confidential Depression and Alcohol Screening is available toll free at 1-877-769-5040, or online through the Personnel Cabinet’s web page.

Flag Etiquette: Proper Display and Other Signs of Respect

By James M. Drake, Department of Veterans Affairs

Editor's note: Along with the increased interest in displaying our country's flag since the terrorist attacks on Sept. 11, 2001, most of us have questions on how to do so properly. James M. Drake, a principal assistant with Kentucky's Department of Veterans Affairs, has graciously agreed to share the protocol with Communiqué readers.



I am delighted by the resurgence in patriotism that developed since the attack on America. However, with this renewed desire to show our patriotism, we must remember that the United States flag should always be treated with the utmost care and respect.

The flag represents a living country and, as such, is considered a living symbol. It is the symbol of our national unity. The flag stands for our struggle for independence, and stands as a reminder of the sacrifices of the brave men and women to whom the ideals and honor of this nation have been more dear than life.

Flag Display Etiquette

Normally the flag is displayed only from sunrise to sunset. It may be displayed twenty-four hours a day, if properly illuminated during the hours of darkness.

A lot of confusion exists concerning where the flag goes when it is displayed. When in doubt, put it on the right. Always look at the flag. It should be clean, in excellent

condition, and the staff must have a topper, either an eagle or a "spear."

More specifically:

- ◆ When on display the US flag is accorded the place of honor, always positioned to its own right.
- ◆ Place it to the right of the speaker or staging area, or sanctuary. Other flags should be to the left.
- ◆ The flags should be the same size, other flags may be smaller but none may be larger.
- ◆ When marching the flag goes to the marchers' right (observer's left).
- ◆ When displayed against a wall, vertically or horizontally, the flag's union (stars) should be at the top, to the flag's own right, and to the left of the observer.
- ◆ The lapel flag pin, being a replica, should be worn on the left lapel near the heart.

Posting Etiquette

It is very important to render the proper respect when the flag is being posted, during the Pledge of Allegiance, and the National Anthem. The proper respect is shown as follows:

- ◆ All persons present, except those in uniform, should face the flag and stand at attention with the right hand over the heart.
- ◆ Headdress should be removed and held at the left shoulder, the hand being over the heart. Persons in uniform should render the military salute.
- ◆ The same respect should be displayed when the flag passes during a parade.

Half-Staff

To place the flag at half-staff, the position of mourning, hoist it to the peak for an instant and lower it to a position half way between the top and the bottom of the staff. Please note: If vegetation or portions of the building interfere with the half-staff; do not lower the flag so as to cause it to brush against foreign objects. Passers-by will understand if

(Continued on page 5.)

Flag Etiquette (Continued from page 4.)

the flag is lowered enough from the peak to show respect but high enough to stay out of vegetation. On Memorial Day, the flag is displayed at half-staff until noon, and at full-staff from noon until sunset.

Don'ts

Some things that should not be done with the flag:

- ◆ Do not fly the flag upside down unless there is an emergency.
- ◆ Do not carry the flag flat or carry things in it.
- ◆ Do not use the flag as clothing.
- ◆ Do not use the flag as a cover.
- ◆ Do not fasten it or tie it back; let the flag fall free.
- ◆ Do not draw on or otherwise mark the flag.

The flag does not dip in salute, and it should never touch the ground. If it does, it should be replaced with a new flag. A soiled flag may be properly disposed of by taking it to the

American Legion or the Veterans of Foreign Wars, who will dispose of it with honor.

More flag information may be found at the following Web sites:

www.usflag.org

www.ushistory.org/betsy/flageti.html

www.legion.org/americanism/flagcode.htm

www.pueblo.gsa.gov

www.vfw.org

Once again, this article is meant to assist you in displaying the flag with proper flag protocol and etiquette. Following these procedures we can ensure that the flag is consistently given the highest possible honor. I sincerely hope that we all continue to show our patriotism by displaying the flag in support of our great country during this difficult period in our long and glorious history.

A Look Back at Public Employee Recognition Week 2001



Above, Gov. Paul Patton signed a proclamation designating Oct. 8-14 as Kentucky Public Employee Recognition Week. Representatives from employee organizations and Kentucky Personnel Cabinet Secretary Carol Palmore joined Gov. Patton in the Capitol Rotunda to show support for the event. The week is celebrated to educate citizens about the broad variety of services provided by state government employees, and it is an opportunity for agencies to show appreciation for their employees. (Employee Recognition Week activities are featured on pages 6 - 9 of this issue of *Communiqué*.)

Employee Recognition Week Activities

Editor's Note: Articles and Photos from Employee Recognition Week begin with the proclamation signing on page 5 and continue through page 9.



Commission on the Deaf and Hard of Hearing

The Kentucky Commission on the Deaf and Hard of Hearing celebrated Public Employee Recognition Week by taking staff to the *History Through Deaf Eyes* exhibit at the University of Kentucky. The traveling exhibit, which was at UK through Nov. 3, aligns 200 years of United States history with the history of deaf people, communities and education.

After visiting the exhibit, the staff went to an early dinner in Lexington, where they shared impressions of the exhibit and recalled many fond and funny memories of other outings as a group. The break from the daily routine of the office was a time to appreciate the contributions that each staff member contributes to the agency as a whole.

Department for Libraries and Archives

The Kentucky Department for Libraries and Archives (KDLA) celebrated Public Employee Recognition Week throughout the week.

A team made up of several divisions put together a round of activities “to both honor and thank all employees and to provide some fun, and hopefully lots of smiles, throughout the week,” according to Christie Robinson, a member of the team.

The KDLA staff began the week with a breakfast reception on Monday, where they received commemorative metal bookmarks inscribed “Thank You, KDLA Staff!” Tuesday and Thursday were reserved for personal “thank you” events from managers for their staffs. On Wednesday, supervisors passed out candy, along with 2002 motivational calendars.

They closed out the week on Friday afternoon with a “popcorn and pop” reception to celebrate the whole staff, where one lucky staff member – Joann Schroader of the Purchase/Pennyryle Regional Office – won a two-night stay at a Kentucky State Park!



Convention Center Awards Luncheon

An Employee Recognition Luncheon and awards ceremony was held at the Kentucky Fair & Exposition Center for staff of the Kentucky International Convention Center.

Above, Tourism Cabinet Secretary Ann Latta congratulates Greg Crum, event coordinator at the Kentucky International Convention Center in Louisville. Greg was honored by the Greater Louisville Convention & Visitors Bureau with the Excellence in Tourism Award in the convention service category — the first KICC recipient.

More Recognition Week Activities

“Oscars” Awarded by Transportation, Employee Recruitment and Development Division

To show appreciation for the award-winning performances of staff, the management team at the Transportation Cabinet’s Employee Recruitment and Development Division celebrated Employee Recognition Week by awarding “Oscars.”

The “Oscar” was a small trophy engraved with the employee’s name. Award categories included Best Director, Best Actress, Best Actor, Best Supporting Actress, Best Musical Score, Best Sound Editing, and Best Visual Effects, depending on which best fit the employee’s job. Each description included a personal comment about the winner, as well as details about the professional contribution the winner makes to the division.

Refreshments followed the awards ceremony.

(Photos of “Oscar” winners are at right and continue on page 8.)

Right, (left to right) Barbara Baer received an “Oscar” from her supervisor, Tricia Thurman.



Left, (left to right) Carole Jarvis presented an “Oscar” to Katherine Jones.

Transportation Cabinet Resource Fair Open to All State Employees

Transportation Cabinet managers and supervisors found innovative ways to celebrate Employee Recognition Week. Through both organized activities and “pats on the back,” employees were recognized for their dedication.

To show agency support for all state employees, the Department of Human Resources Management held a Human Resources Fair. With the theme, “Building for the Future Through Teamwork,” the fair provided information on services available to all state employees, as well as the particular support and career services offered within Transportation.

Secretary James C. Codell addressed those attending the fair, stating, “Transportation is proud of its employees, and we want to offer you every chance to succeed as an employee and as an individual.”

The event provided door prizes and games, in addition to human resource related materials.

Saluting Those Who Also Serve Off the Job

Are you an employee who is also a veteran of military service, currently in the military reserves, or currently on leave from your job to serve on active duty?

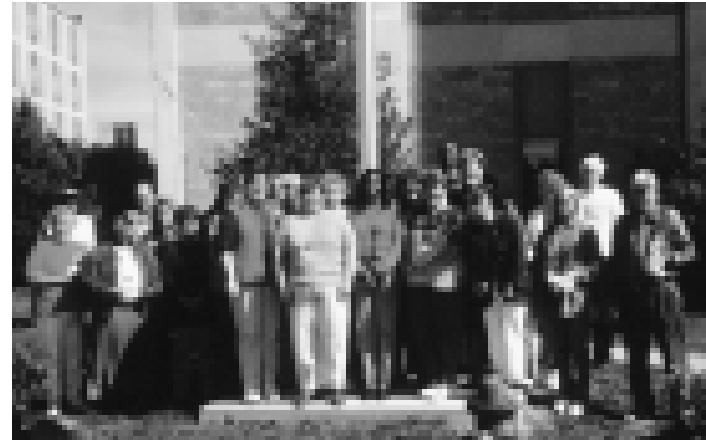
If so, *Communiqué* would like to salute you. Thanks to a suggestion from a *Communiqué* reader, Christopher Hettinger of Natural Resources, the October issue will pay tribute to the numerous state employees who are veterans, in honor of Veterans Day 2002. First, we need to know who you are, as that information is not readily available.

Employees who took leave from work to volunteer their own time and resources to help out during the crisis in New York and Washington also deserve recognition, suggested Stephen Horner of Public Protection. Please let us know who you are by Feb. 15 for a feature in the April issue.

Send a note or e-mail to Margaret Harney, Personnel Cabinet, 200 Fair Oaks, Ste. 511, Frankfort.

Revenue Cabinet, Department of Financial and Administrative Services

By John Parrish, Revenue Cabinet, Human Resources Department



Above, staff of the Revenue Cabinet's Office of Financial and Administrative Services

In keeping with the spirit of Public Employee Appreciation Week, on Oct. 9 the employees of the Revenue's Cabinet Office of Financial and Administrative Services were treated like royalty. They enjoyed a catered lunch, followed by the presentation of awards for tenure.

After the "serious" business, the real fun began with a scavenger hunt. Door prizes were awarded and everyone was a winner.

The event ended on a more thoughtful note as the group planted two "fire" bushes, donated by the boss, Paul Johnson, in memory of long-time employee Daryl Hyatt.

A good time was had by all and the employees were very appreciative of the recognition by their managers.

Transportation's "Oscars" Winners (Continued from page 7.)



Above, (left) Carroll Young received an "Oscar" from James Hale; (center) Tricia Thurman presented one to Stephanie Teasley; and (right) Tricia Thurman presented an "Oscar" to Dwight Newton.

Below, (left) Linda Pollock received an "Oscar" from James Hale; (center) Tricia Thurman presented one to Lisa Wint; and (right) Nancy Mullins received one from Carole Jarvis.



More Recognition Week Activities

Articles and photos on Employee Recognition Week activities are on pages 5 - 9.

Public Health Presents Awards to Teams and Individuals

Right (back row), Dr. Rice Leach, commissioner of the Department for Public Health with individual award winners (front row, left to right) Jan Jasper, Sharon Perl, and Anita Travis



The fourth annual Department for Public Health's awards ceremony, held during Employee Recognition Week, began with the singing of "God Bless America," led by Dr. Samuel Gregorio, division director of Laboratory Services. The employee awards event recognizes staff for their impact on the Department for Public Health's mission: enforcement, surveillance, disease control, education, policy development, risk reduction, and disaster preparedness.

Dr. Rice Leach, commissioner, presented solid walnut plaques to the winners, and he also took the opportunity to present service pins to appropriate staff.

Local Health Department Awards for Excellence: Improving the Public's Health, Barren River District Health Department, and Award for Improvement, Johnson County Health Department and Board of Health

Award for Excellence in Program Implementation: Recognizes an individual, non-supervisory staff, who helps programs operate and succeed. The nominees were Bob Calhoun, Adult and Child Health; Tom Collins, Epidemiology; and the winner, Jan Jasper, Public Health Protection and Safety.

Award for Excellence in Program Support: Recognizes an individual, non-supervisory staff, who provides critical support to the operation of the organization. The nominees were Patricia Brown, Adult and Child Health; and the winner, Sharon Perl, Public Health Protection and Safety.

Award for Excellence in Leadership: Recognizes a supervisor or team leader of one or more staff. The nominees were Anita Travis, Public Health Protection and Safety; Lisa Walls, Resource Management; Trish Williams,

Epidemiology; and the winner, Anita Travis, Public Health Protection and Safety.

Group Awards for Excellence: For staff who work on projects that require a multi-disciplinary team effort. The two winners were: HIV Services Programs, Epidemiology (Trista Chapman, Peggy Cook, Lisa Daniel, Vicky Johnson, and Laurel Walls); and Information Technology Branch, Resource Management (Ruby Adams, Valerie Armstrong, Greg Harrod, Gerald Hedrick, Mary Manley, Phillip Mills, Eric Morrison, and Mark Vaughn). Also nominated: One Percent or Less Campaign Committee, Adult and Child Health (Lisa Arvin, Sandy Cleveland, Becky Derifield, Mickey Smith, and Jackie Walters).

A perpetual plaque hangs in the DPH Board Room with the winners' names.

Department of Public Advocacy

Employees of the Department of Public Advocacy were treated to lunch in celebration of Employee Recognition Week.

A host of state and elected officials were present, including Public Protection and Regulation Cabinet Secretary Ron McCloud, as several employees were recognized during a special ceremony for their years of service and commitment.

Valicenti is Public Official of Year



Aldona Valicenti, the Chief Information Officer of Kentucky, is one of the winners of *Governing Magazine's* Public Official of the Year awards for 2001.

These awards are given in recognition of outstanding achievement in government at the state and local level.

"My sincere congratulations to Aldona and the Governor's Office for Technology on this outstanding award," said Gov. Paul Patton. "Aldona and her team have been pioneers, and have made Kentucky state government more efficient, responsive to its citizens, and one of the technology leaders in our nation. This recognition is well deserved."

This is the eighth year for *Governing's* annual awards program. *Governing* is an independent national magazine devoted to coverage of state and local government.

The award winners are profiled in the November issue of the magazine and were honored at a dinner on Nov. 15 in Washington, DC.

Society Honors Ag Leaders

The Bluegrass chapter of the Soil and Water Conservation Society (SWCS) presented its 2001 Honor Award to Agriculture's commissioner, Billy Ray Smith, and elected a director in the Department of Agriculture to be its president. Ira Linville, executive director of the department's Office of Environmental Services, took office Dec. 7.

The Bluegrass chapter is one of three in Kentucky, and includes 77 counties in the eastern part of the state. Linville is past president of an SWCS chapter in Georgia.

The award presented to Smith recognizes people, usually non-members or lay members of the Society, for outstanding accomplishments compatible with the mission of the organization.

Commissioner Smith has championed increased support for natural resource conservation programs. He backed an \$18 million state cost share program funded by Phase I tobacco settlement monies. Prior to that funding, the Department provided \$1.05 million annually in 1998 and 1999 for the conservation cost share program, and continues to provide \$550,000 for that program.

Commissioner Smith also approved a Department grant to develop a training video for nutrient management and environmental stewardship. Copies of the video will soon be placed in Extension and Conservation District offices across the state.

The Society, part of an international organization, fosters the science and the art of soil, water and related natural resource management, and recognizes the interdependence of people and the environment.

State Vet Studies Livestock in Europe

Dr. Ed Hall, a field veterinarian with the Kentucky Department of Agriculture, traveled to Great Britain in September to see first-hand how that country is dealing with its widely publicized Foot-and-Mouth Disease (FMD) outbreak.

FMD affects cattle, swine, sheep, goats, deer and other cloven-hoofed animals. The livestock ailment poses no danger to humans but could deal a crippling blow to Kentucky's meat trade if it ever makes its way to the Bluegrass state, Hall said.

Hall, along with other animal health specialists from Scotland, Ireland, Australia and America, traveled with officials of Britain's Department for Environment, Food and Rural Affairs to several affected farms.

Hall said 2,038 cases of FMD had been confirmed by the time he left England in early October. The United States has been free of FMD since 1929, when the last of nine outbreaks was eradicated.

I-65 Project Receives National Awards

The I-65 Rehabilitation project, completed by the Transportation Cabinet during the summer of 2000 in Louisville, won three of the most prestigious awards during the 2001 annual meeting of the American Association of State Highway and Transportation Officials (AASHTO). The project was recognized for its innovative highway closure method and its unique public awareness campaign – both firsts.

Awards for the project include the President's Transportation Award, the 2001 National Partnership for Highway Quality Gold Winner Award, and the 2001 AASHTO Pathfinder Award.

The \$4,150,000 project consisted primarily of repairing 44 bridge joints on a 3.5 mile section of I-65 that runs through the heart of downtown Louisville. It was an unusual project for the Transportation Cabinet because the actual construction work was the least difficult aspect of the effort. Early on, it was recognized that one of the most challenging aspects of the I-65 work would be traffic management.

"I-65 is one of the most traveled highways in the United States, with 40% truck traffic," said Bill Monhollon, Chief District Engineer in Louisville, who recommended completely closing the road on weekends to do the work.

The I-65 Rehabilitation project was completed in a record 107 hours in two weekends. It was a massive cooperative effort between the Cabinet, contractors, police, local communities, two states, suppliers, media, and the driving public. All project goals were achieved. There were no traffic backups, no crashes or fatalities, and no work zone accidents during both weekend closures.

Additionally, 90% of Louisville residents were aware of the closure prior to both weekends. The driving force behind the project was the implementation of a comprehensive public relations campaign.

In addition to presenting awards to the Transportation Cabinet, AASHTO elected Cabinet Secretary James C. Codell, III, to be the group's vice president.

Secretary Codell has been active in AASHTO since 1996. He will assume the presidency of AASHTO in the fall.



- ♥ Every hour someone dies in a car crash because they were not buckled up.
- ♥ Automobile crashes are the No. 1 killer of children under age 12.
- ♥ Of the 823 Kentuckians killed last year on our roads and highways, the majority were not wearing seat belts.

Governor's Coalition for Highway Safety

Honors for Tourism Agencies; Secretary



Left, Department of Travel staff among Tourism's recipients of top marketing awards, (front row, from left) Jayne McClew, Marge Bateman, Barbara Atwood, Commissioner Bob Stewart, Kathy Yount, and Carole Summers, (top row, from left) Mike Cooper, Sallie Crawford, Rhonda Nix, Wayne Cusick, Mary Boden, Ann Coffey, Patti Porter, and Amy Wise.

Three agencies in the state Tourism Development Cabinet were recognized for excellence in marketing during a recent annual conference sponsored by the Kentucky Tourism Council.

The Department of Travel received 2001 Best of Show for its "Kentucky — It's *That* Friendly" marketing campaign. The department also garnered first-place Traverse Awards for Excellence for its Arts and Crafts Sampler Guide, for four-color print advertising, and for television advertising.

The Kentucky Horse Park took home a first-place Traverse Award for its 2000 annual report. The Kentucky Fair and

Exposition Center was singled out with first-place recognition for its media kit and Web site, www.kystatefair.org.

The State Fair Board also took first place in a competition sponsored by the International Association of Fairs and Expositions to recognize outstanding advertising and publicity programs of fairs. The Fair Board received the IAFE Hall of Honor Communications Award for its 2001 Kentucky State Fair magazine advertisement.

In December, Tourism Development Secretary Ann Latta, was honored with an honorary doctorate in public service from Morehead State University, during the school's winter commencement.



Carrico on National Board

Larry Carrico, executive director of the Kentucky Agency for Substance Abuse Policy, has been invited to serve on the National Advisory Board of Community Anti-Drug Coalitions of America, CADCA.

The group's mission is to mobilize the formation of local community anti-drug coalitions all over America. It has over 5,000 local coalitions in its membership.

Carrico is the head of Champions for a Drug Free Kentucky, which was nationally recognized as the Outstanding CADCA State Affiliate for 1999.

Workforce Honors Staff

The Cabinet for Workforce Development has implemented a staff recognition and awards program, and a day-long orientation program for new employees.

The new recognition and awards program has two parts: an annual formal cabinet award process and ceremony, and

informal employee recognition ideas for departments and supervisors to use at their discretion.

Beginning in October, the cabinet will recognize, through a formal cabinet-wide program, seven finalists and one recipient for awards in several categories. Nominations for the first awards are due July 1.

Real Estate Commission Receives National Consumer Education Award

The Kentucky Real Estate Commission recently received the Association of Real Estate License Law Official's (ARELLO) 2001 Consumer Education Award for its high school education program entitled, "Home Sweet Home: The Economics of Housing." ARELLO is an international organization of real estate regulatory agencies.

The award-winning program is a curriculum that teaches high school students consumer skills, including money management, credit, financing, home value appreciation, types of housing, and appraisals. It also includes a section on careers in real estate. Each unit can be taught in succession or as a single section as part of an economics, family living, social studies, or other related high school course.

The program was written to comply with the Learning Goals and Academic Expectations for high school students as established in the Kentucky Education Reform Act. The program has been in the classroom for a little over a year. Over 240 teachers have received training on the use of the

program and approximately 15,000 students across the state have received training in at least some portion of the program. It is currently being used in 67 Kentucky counties, in over 140 public schools, and in other private schools, community colleges, and by 4-H extension agents.

The program was developed and written by Project Director, Dr. Jack Morgan with the University of Louisville, Dr. Gary Clayton with Northern Kentucky University, and Kimberly Code, former graduate assistant with Dr. Morgan and also with Northern Kentucky University.

It was funded through a series of grants from the Real Estate Commission's Education, Research and Recovery Fund.

For more information on the program, contact Norman Brown or Linda Poliskie at the Kentucky Real Estate Commission office at 502-425-4273 or 888-373-3300.

Take a Walk Underneath the Water

By Dave Baker, Kentucky Department of Fish and Wildlife Resources

Many of us have viewed waterfalls from afar. Some of us have even been close enough to feel the spray from the tumbling water. Later this year, you'll be able to walk *underneath* a waterfall at the Dr. James C. Salato Wildlife Education Center in Frankfort.

The waterfall is part of a new "living stream" exhibit slated for construction this year. The exhibit is called a living stream because it will include fish and aquatic species found naturally in Kentucky.

Salato's new exhibit is possible thanks to a \$300,000 donation from Toyota Motor Manufacturing, Kentucky. Corporate donations are invaluable for construction of such exhibits in light of budget crunches now facing state agencies. The nonprofit Kentucky Fish and Wildlife Foundation receives donations, which in turn funds projects.

The walk-through waterfall is the centerpiece of the new living stream exhibit. Windows built into the tunnel underneath the waterfall will allow visitors to watch native fish swimming in a stream pool.

The main 250-foot-long section of the living stream will feature rapids, pools and gravel beds. To add to the authenticity of the exhibit, Fish and Wildlife personnel took project consultants to the Elkhorn Creek in Franklin County to view a natural stream for use as a model.

Sections of the stream will be constructed in phases. When complete, the stream will wind through the black bear and wildcat exhibits, then empty into the Dragonfly Marsh exhibit at the back of the Salato Wildlife Center grounds.

Education is an important part of the new exhibit. Visitors will witness the effects of pollution on a stream (under carefully controlled conditions), and the role of erosion on water quality. Approximately 100,000 people visit the Salato Wildlife Center each year.

The Salato Wildlife Center is located on the Game Farm, three miles west of Frankfort off U.S. 60. The Kentucky Department of Fish and Wildlife Resources operates the center, which is free to the public.

Spotlight: Commission on Women

By Lori Kidwell, Kentucky Commission on Women

Throughout its 37-year history, the broad mission of the Kentucky Commission on Women (KCW) has been to improve the status of women in Kentucky. Efforts to fulfill this mission have taken many forms and continue to evolve in the 21st Century.

Right, (seated, left to right) former governor, Martha Layne Collins; Gov. Paul Patton, and First Lady Judi Patton, with members of the Task Force on the Economic Status of Kentucky's Women

The Kentucky Commission on Women was established by executive order in 1964, became an official part of state government through legislative action in 1970, and later became attached to the Governor's Office.

While many things about KCW have changed since that time, Kentucky law mandates KCW to:

- ◆ Conduct research and coordinate programs to educate the public about problems and issues pertaining to women
- ◆ Serve in an advisory capacity to the governor and state and local government agencies
- ◆ Cooperate with the federal government and other state governments in creating and participating in programs concerning women
- ◆ Encourage and advise the private sector in establishing local volunteer programs to improve the status of women.

KCW has been active in several areas during the current administration. It works to promote gender equity at all levels of state government, including appointments to boards, commissions, and judicial posts. It also serves as an information clearinghouse for the needs of Kentucky women and educates the public about issues and challenges pertaining to women. In addition, KCW has successfully advocated for systems to address violence against women and women's health, and worked to ensure that the past accomplishments of Kentucky women are acknowledged.

A few of the notable recent undertakings of KCW are as follows:



Kentucky Women Remembered

The original "Kentucky Women Remembered" exhibit was created in 1978. Composed of watercolor portraits, the exhibit traveled around the state educating Kentuckians about women's contributions to the Commonwealth. Traveling proved a hardship on the portraits and KCW successfully proposed that the portraits become a permanent display in the Capitol to rectify the notable absence of images of women. In 1996, the watercolors were hung in the west wing of the Capitol.

Also since 1996, each year a committee of KCW board members selects three additional women to be included in the exhibit from those nominated by citizens of the Commonwealth. Currently there are 32 portraits in the exhibit and honorees include former Governor Martha Layne Collins, State Senator Georgia Powers, Frontier Nursing Service founder Mary Breckinridge, and Olympic gold medalist Mary Meagher Plant. The 2002 portraits will be unveiled in a Capitol ceremony on March 1.

"Women of Kentucky: Our Legacy, Our Future"

This four-part project was created through a partnership between KCW, the Kentucky Department of Education, and Kentucky Educational Television. The goal of the project was to increase interest in history of Kentucky women, particularly in the area of public service. The "Our Legacy, Our Future" packet was released in September

2000. It contains a poster featuring biographical information on nearly 200 women from around the Commonwealth; a film about Kentucky women and public service with interviews and biographical sketches; a resource guide for teachers on how to use the packet and to keep women’s history in the classroom year-round; and a web site designed to complement the other parts of the packet.

To learn more about this project, including how to purchase a copy of the video, contact KCW or visit the Web site at www.womeninkentucky.com.

“Taking Your Voice to Frankfort” Town Meetings
From April 30 to May 24, 2001, KCW hosted public Town Meetings in eight regions of the state: Hazard, Somerset, Bowling Green, Madisonville, Florence, Lexington, Louisville, and Ashland. Nearly 200 women from 35 counties took part in the meetings.

The meetings’ purpose was to listen to the women of Kentucky so that KCW could better advise all branches of Kentucky government as well as the private sector about how their decisions impact the lives of Kentucky women. The Town Meetings also served as a starting point for the Governor’s Task Force on the Economic Status of Kentucky’s Women appointed in November by Governor Patton.

For a copy of the “Taking Your Voice to Frankfort” report, please contact KCW.

Governor’s Task Force on the Economic Status of Kentucky’s Women
Gov. Patton appointed the Task Force on the Economic Status of Kentucky’s Women on November 16, 2001. First Lady Judi Patton and former Governor Martha Layne Collins will serve as Honorary Co-Chairs of the Task Force.

The mission of the Governor’s Task Force on the Economic Status of Kentucky’s Women is to examine the issues that are obstacles to the economic progress of Kentucky’s women, identify solutions, and develop a plan of action. Governor Patton appointed this Task Force to ensure that the unique needs of Kentucky women are addressed in order to move all Kentuckians forward.

Former Governor, Martha Layne Collins said, “We know that unless the needs of Kentucky women, 51% of the population, are not addressed, Kentucky cannot move forward.”

Hundreds of volunteers from across the Commonwealth will serve on Issue Committees addressing the following:

- ◆ Education and Leadership,
- ◆ Economic Development and Employment,
- ◆ Women in Positions of Power,
- ◆ Social and Cultural Barriers, and
- ◆ State Government Employees.

“This project is an important opportunity to ensure that the needs of Kentucky women are addressed, and the enormous numbers of volunteers that have stepped up to this challenge give us great confidence in the success of this project,” Mrs. Patton said of the Task Force.

The Committees will meet monthly and make recommendations to the Task Force, which will then develop a plan of action based on their findings.

Kentucky Commission on Women
312 West Main Street
Frankfort, KY 40601
(502) 564-6643
KCW Web site: www.women.state.ky.us
Betsy Nowland-Curry, Executive Director
Ann Ferrell, Project Manager
Lori Kidwell, Communications and Legislation
Donna Lewis, Business Manager

Board Members (as of Dec. 5, 2001)
First Lady Judi Patton
Lt. Governor Stephen L. Henry
Chairperson Hannah Hume Baird (Boone)
Susan Abney (Franklin)
Mary Edna Blackmon (Bell)
Sara Blanken (Boone)
Elizabeth Brinson (Fayette)
Mary Ann Darragh (Nelson)
Cynthia Blevins Doll (Jefferson)
Judith Gambill (Franklin)
Linda Gayheart (Knott)
Daisy Bryant James (Daviess)
Allison Jennings (Jefferson)
Judi Jennings (Jefferson)
Lois Kellogg (Greenup)
Gerri Kinder (Pike)
Nicholas King (Jefferson)
Cindy Kruempelman (Boone)
Faye Lieberman (Fayette)
Carla Bass Miller (Jefferson)
Judy Miller (Jessamine)
Donna Peden (Jessamine)
Sara Sidebottom (Kenton)
Rick Starks (Warren)
Barbara Thomas (Harlan)
Lela Williams (Hardin)

KIDS NOW Kicks Off Info Campaign

Gov. Paul E. Patton, First Lady Judi Patton and actor/director Rob Reiner kicked off a statewide health information initiative in December to educate women of childbearing age and new parents about the importance of making healthy lifestyle choices during pregnancy and the first years of life.

Right, Gov. Paul Patton and Rob Reiner

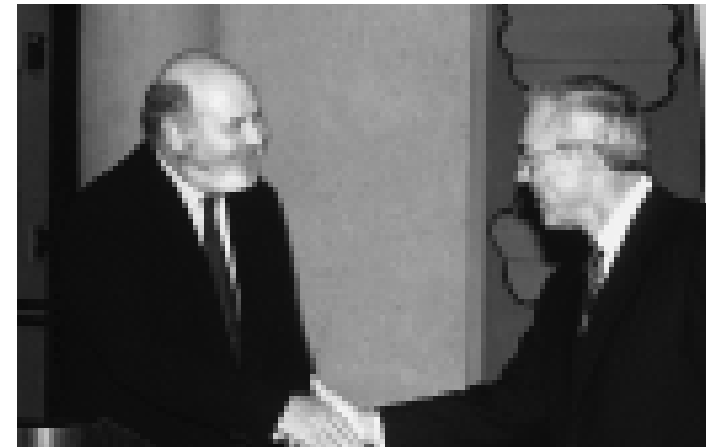
The project, overseen by the Governor's Office of Early Childhood Development in partnership with the Cabinet for Health Services, is part of KIDS NOW, the state's early childhood initiative funded by 25 percent of Kentucky's Phase I Tobacco Settlement dollars. The initiative will consist of two major components: a paid advertising campaign geared towards women of childbearing age and the statewide distribution of educational resources for all new parents.

"We now know that we must not neglect the development that takes place prenatally and in the first few years of life," said Gov. Patton. "Since learning is a lifelong process that begins even before birth, healthy mothers have healthier children with a better shot at being successful in their education and lives."

The advertising effort, targeted to women ages 18-25, is being executed through a statewide advertising and public relations campaign featuring the phrase, "Healthy Me, Healthy Baby." Additional education efforts will take place in 20 communities chosen for birth statistics, such as low birth weight and pre-term babies. Local campaign partners, including the Kentucky Grocers Association/Kentucky Association of Convenience Stores, the Kentucky Retail Federation, the Kentucky Pharmacy Association, and several corporate sponsors will support the effort by distributing information via in-store or product displays and brochures.

The kickoff events took place at the University of Kentucky Hospital in Lexington and Kosair Children's Hospital in Louisville on Dec. 4.

Campaign objectives focus on five key areas: improving understanding of good nutrition; increasing the use of folic acid by women during childbearing years; reducing the effects of alcohol and substance abuse on fetal and early childhood development; educating parents about the need for vision examinations for children by age three; and



motivating parents to choose healthy lifestyles that lead to healthy babies.

As a second component of the Healthy Babies initiative, the Kentucky Hospital Association will contribute \$50,000 which will be added to a donation from Reiner's I Am Your Child Foundation to provide 50,000 videos, *The First Years Last Forever*, to all new Kentucky parents. New parents will receive the video, as well as a comprehensive parenting guide provided by the state, through the KHA hospitals.

The parent guide and an additional six-video set funded by the state will be distributed to local libraries and family and child service organizations, such as Family Resource Youth Service Centers, Head Start programs and County Extension agents, among many others. Both English and Spanish versions of the video set will be available, which covers maternal and child health, brain development, early literacy, positive discipline, and high quality early childhood education.

In 1999, Gov. Patton created the Early Childhood Development Task Force to create a 20-year plan to help Kentucky children get the best start in life and reach their full potential. The task force proposed a comprehensive early childhood initiative, which was approved unanimously by the 2000 General Assembly. The Healthy Babies Campaign is part of this initiative.

For more information on KIDS NOW initiatives, visit the Cabinet for Health Services' Web site at <http://chs.state.ky.us/chs/news/newsreleases.htm>, or call your local health department, the Commission for Children With Special Health Care Needs or other health care providers and agencies in your area.

Apply Early for Student Financial Aid

Students who plan to attend a college or technical school next fall should file the 2002–2003 Free Application for Federal Student Aid (FAFSA) as soon as possible after Jan. 1 to ensure they have the best chance of receiving all of the student financial aid for which they qualify.

The FAFSA is used to apply for most need-based federal, state, and institutional student aid programs. The form is available online from *FAFSA on the Web* at www.fafsa.ed.gov, or from post-secondary school financial aid offices, high school guidance offices, and the Kentucky Higher Education Assistance Authority (KHEAA).

If students file online, they will get their results seven to 14 days faster than filing by mail. Because their answers are edited automatically, they will make fewer mistakes and the schools to which they are applying will be able to tell them sooner if they qualify for student aid.

Students and their parents should apply for a Personal Identification Number (PIN) as soon as possible so they will be ready to file the FAFSA electronically. With a PIN, students will not have to mail a signature page, so the FAFSA will be processed even more quickly. To apply for a PIN, visit www.pin.ed.gov.

Parents and students must have the information needed for completing federal tax forms, or a completed federal tax form, before they can fill out the FAFSA. Students should also contact the financial aid office at the school they plan to attend to find out if they need to complete additional forms, or if the school has a priority FAFSA filing date.

The College Access Program (CAP) Grant and Kentucky Tuition Grant (KTG), administered by KHEAA, are among the state-funded programs that provide millions of dollars in need-based aid to thousands of students each year. Students with an expected family contribution (EFC) of \$3,550 or less are eligible.

The EFC is determined from information provided on the FAFSA about the family's financial situation. Based on a formula set by Congress, the EFC is used to decide whether a student is eligible for federal student aid programs (including Pell Grants) and state grants. Colleges also compare the EFC to their unique cost of attendance to determine eligibility for a range of awards that may be included in the student's financial aid package. The EFC remains the same while the cost of attendance varies at different colleges.

KHEAA administers several student financial aid programs in addition to CAP Grants and KTG to help families meet higher education expenses—the Kentucky Educational Excellence Scholarship (KEES), Teacher Scholarship, Osteopathic Medicine Scholarship, KHEAA Work-Study Program, Kentucky Education Savings Plan Trust, and Federal Family Education Loans.

Student aid funds are limited, and those who apply early have the best chance to receive all the aid for which they qualify.

For more information, visit www.kheaa.com; write to KHEAA, 1050 US Highway 127 S, Frankfort, 40601-4323; call (800) 928-8926, extension 7391; or fax (502) 696-7345.

Payroll Deduct Pre-Paid Tuition

The first enrollment period for Kentucky's Affordable Prepaid Tuition (KAPT) ended Dec. 3. KAPT's second enrollment period will run from Feb. 2–April 15. (You can open a KAPT account during a KAPT enrollment period only, unless the beneficiary is a newborn.) KAPT helps families afford a college education by guaranteeing tomorrow's tuition at today's lower prices.

KAPT is offered to state government employees as a payroll deduction. Once you open a KAPT account, please complete the Kentucky State Government Employee Payroll Deduction Authorization Form. The form is available at www.getKAPT.com, or you may request it by e-mail to

shellim.ray@mail.state.ky.us, or by calling (502) 564-4722. Submit your completed form to the KAPT office by mail to State Treasurer Jonathan Miller's Office, Suite 183, Capitol Annex, Frankfort KY 40601 or by fax at (502) 564-6545.

If you opened a KAPT account during the first enrollment period, first payments will be due Feb. 1. You must make your KAPT payment by mail until your payroll deduction begins.

To open a KAPT account, call 1-888-919-KAPT and press option 1 to request an enrollment kit, or visit www.getKAPT.com.

GMMTP Class Graduates in December

Right, Gov. Paul Patton (center), Personnel Cabinet Secretary Carol Palmore (standing, second from right), and Dec. 6 graduates of the Governor's Minority Management Trainee Program

The new graduates are:

Jackie Beach, Carl Felix, and Mark Thompson of the Personnel Cabinet; Rodney Bennett and Nicole Harris of Education, Arts and Humanities; Arthur Box and Adrienne Henderson of Transportation; Ingrid Chase of Revenue; Ronald Cooper and Libby Burks-Weathers of Health Services; Mavis McCowan of Families and Children; Melvin Nicholson, Edliniae

Sweat, and Kimberly Whitley of the Justice Cabinet; Tihishi Rawlins of the Labor Cabinet; Timothy Richardson of Tourism; Ronald Spencer of the Governor's Office for Technology; and Diamond Talley of Natural Resources and Environmental Protection.



Diversity Day Proves Education Pays

Nearly 3,000 students from throughout Kentucky attended Diversity Day on Nov. 14 at Frankfort's Civic Center. More than 75 vendors, including state agencies, private employers, and universities and colleges, provided information on employment and education.

The event encourages middle school and high school students to continue their educations, and gives college students an opportunity to obtain career information. It's also open to the public, including welfare-to-work participants, and gives state employees an opportunity to network and to investigate the variety of jobs available throughout state government.

The Personnel Cabinet's Bruce Trent is responsible for organizing the annual event, which has steadily grown from serving 400 students five years ago. The event has a strong "education pays" message, Trent says.

One of the event's most popular exhibitors, a partnership between United Parcel Service (UPS) and Louisville's Metropolitan College, which is made up of the University of Louisville and other area schools, offers education and pay in one unique package. Participants earn their education,

including full tuition and stipends for expenses, and attend classes while working a flexible schedule for UPS.

The program is now in its third year, and other states are interested in replicating it, said George Miller, a recruiter. It not only provides a workforce for UPS, but provides the opportunity for an education to young people who may not otherwise be able to afford one, he said.

The exhibit for the Department for Fish and Wildlife was also popular with students, who stopped to pet the snake, and Kentucky Higher Education Assistance drew a steady crowd with its offer of free scholarship searches.

College students were especially interested in internships with state agencies, said Alisa Edwards of Agriculture, who added that she talked to "a lot of kids who grew up on farms," and who were interested in future employment with the Department of Agriculture.

In addition to the chance to visit with representatives from employers, schools and state agencies, Diversity Day attendees were treated to cultural exhibits, including "African Rhythms," a hands-on experience with drums and other musical instruments.



Governmental Services Center

Annual KCPM Graduation Held

On Nov. 29, the Governmental Services Center held the annual Kentucky Certified Public Manager program graduation ceremony to celebrate the accomplishments of an outstanding group of state employees.

The employees who were honored had reached a milestone in their professional development through their participation in the KCPM program. Lt. Governor Steve Henry was there to congratulate the 42 new Certified Public Managers, and the 105 employees who received the Certificate of Management Fundamentals. The 2001 class of Certified Public Managers joined the 70 who received their CPM certification last year to bring the total number who have completed the program to 319.

Sharon Marcum, recently named acting executive director of GSC, also congratulated the recipients and reminded them that the Kentucky CPM program is one of only 20 such programs in the United States accredited by the National Certified Public Manager Consortium. The Kentucky program was originally accredited in 1989, and re-accredited in 1994 and 1999.

With the new class of participants entering the program this month, there are now more than 1,000 active CMF and CPM candidates in the Kentucky program.

The CPM program continues to be a rigorous and demanding one. In order to achieve full certification as a Certified Public Manager, participants must successfully complete 300 hours of classroom instruction, pass 13 tests, and complete four projects that require applying what they have learned to their work situation.

See pages 20 and 21 for a list of CPM graduates, and photos of the graduation ceremony.

Tony Smith, President of the Kentucky society of Certified Public Managers presented awards to CPM participants for outstanding projects in 2001. The Society will select one of these to represent Kentucky and receive a national award.

GSC Offers Train the Trainer Workshops

The Governmental Services Center is offering two Train-the-Trainer seminars for trainers in state government who are responsible for providing agency-related training. Trainers previously certified by GSC are required to attend this training to retain their certification.

If you are an agency trainer and have received approval from your agency or training manager, you are invited to attend the following sessions:

Sexual Harassment Prevention - April 11, 2002
Room 536, Academic Services Building
Kentucky State University
8:30 a.m. - 4:30 p.m.

Workplace Violence – June 4-5, 2002
Personnel Office on Schenkel Lane
8:30 a.m. – 4:30 p.m. each day.

Participants who complete the requirements of these workshops will be certified to teach the particular workshop for their agency. To enroll, email Debbie.Florian@mail.state.ky.us or call her at 564-7455, ext. 233. For additional information about the workshops or trainer certification, contact Ed Klee, Ed.Klee@mail.state.ky.us, or call him at 564-7455, ext. 231.

KCPM Graduation

(See article on page 19.)



Left, **Cabinet for Families and Children:** (left to right) Secretary Viola Miller; graduates Helen Gardner, Debra Harris, Arvie McGinnis, and Deborah Sutherland; and Mark Rosen of personnel. Not pictured, Donna Benningfield, Meredith Hay Mucci, Diana Norris, and Polly Spencer.

Below, **Finance and Administration Cabinet:** (left to right) Glenn Mitchell, Ellen Nolan, and Armond Russ



Above, **General Government:** (left to right) Larry Barker, Doug Rathbun, Deborah Ball, Larry Carney and Harvey Mitchell

Right, **Cabinet for Health Services:** (left to right) Andrew Jones, Jr., Carol Howard, Doug Holt, and Cindy Atkins. Not pictured, Fannie Louise Maddux and Sarah Slack.



Above, **Justice Cabinet:** (left to right) Herb Bowling, Darrell Cook, Ken Schwendeman, Carolyn Schaefer, William Glass, and John Bizzack

Cabinets not pictured:

Labor:

Ricky Johnson

Education, Arts and Humanities:

Paula Ernspiker



Above, **Natural Resources and Environmental and Protection Cabinet:** (left to right) Teresa Clements, Nancy Green and Carol Sole. Not pictured: Brad Stone.

Below, **Public Protection and Regulation Cabinet:** (left to right) Ron McCloud, Fannie Miller, and Dr. R. Z. Miller. Not pictured: Tracy Stumbo.



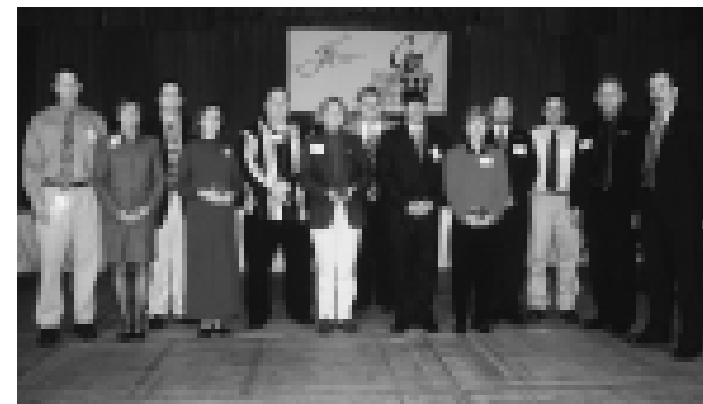
Above, **Revenue Cabinet:** (left to right) Dana Mayton, Johnny Mounts, Steve Garrett, Paul Huffman, Elizabeth Owens, and Betty Claycomb

Below, **Transportation Cabinet:** (left to right) Tricia Thurman, Katrina Bradley, Brad Eldridge, James Ham, and Susan Smith. Not pictured: Edward Colgate.



Above, **Cabinet for Workforce Development:** (left to right) Jeffrey Ritchie, Debbie Klapheke, Willie Lile, Bertie Hacker, and Lydia Johnson. Not pictured: Thelma Powell.

Below, **project winners:** (left to right) James Everman, Carol Howard, Douglas Holt, Bonnie Gibbs, Paul Huffman, Wendy Oser, Johnny Mounts, Douglas Rathbun, Carol Sole, Jeffrey Ritchie, Ryan Griffith, Kenneth Schwendeman, and Tony Smith - president of the Kentucky Society of Certified Public Managers. Not pictured: Robert Aldridge, James Hale, Sandra Kestner, Fannie Louise Maddux, Sarah Slack, Robert Padgett, and James Wade, Jr.



Governmental Expenses Calendar 2002 Fiscal Calendar: Understanding Components

This table is divided into three main sections: the first section lists the major categories of expenses, the second section lists the sub-categories of expenses, and the third section lists the specific line items of expenses. The first section is divided into three main categories: **Operating Expenses**, **Capital Expenses**, and **Debt Service**. The second section is divided into three main categories: **Operating Expenses**, **Capital Expenses**, and **Debt Service**. The third section is divided into three main categories: **Operating Expenses**, **Capital Expenses**, and **Debt Service**.

| Category | Sub-category | Line Item | Amount | Percentage | Total |
|--------------------|--------------------|--------------------|--------|------------|---------|
| Operating Expenses | Personnel | Salaries | 100.00 | 100.00 | 100.00 |
| | | Benefits | 20.00 | 20.00 | 120.00 |
| | | Travel | 5.00 | 5.00 | 125.00 |
| | | Supplies | 2.00 | 2.00 | 127.00 |
| | | Utilities | 1.00 | 1.00 | 128.00 |
| | | Telephone | 1.00 | 1.00 | 129.00 |
| | | Postage | 1.00 | 1.00 | 130.00 |
| | | Printing | 1.00 | 1.00 | 131.00 |
| | | Repairs | 1.00 | 1.00 | 132.00 |
| | | Insurance | 1.00 | 1.00 | 133.00 |
| Capital Expenses | Equipment | Computer | 10.00 | 10.00 | 143.00 |
| | | Printer | 5.00 | 5.00 | 148.00 |
| | | Scanner | 5.00 | 5.00 | 153.00 |
| | | Fax | 5.00 | 5.00 | 158.00 |
| | | Telephone | 5.00 | 5.00 | 163.00 |
| | | Postage | 5.00 | 5.00 | 168.00 |
| | | Printing | 5.00 | 5.00 | 173.00 |
| | | Repairs | 5.00 | 5.00 | 178.00 |
| | | Insurance | 5.00 | 5.00 | 183.00 |
| | | Utilities | 5.00 | 5.00 | 188.00 |
| Debt Service | Interest | Interest | 10.00 | 10.00 | 198.00 |
| | | Principal | 10.00 | 10.00 | 208.00 |
| | | Amortization | 10.00 | 10.00 | 218.00 |
| | | Depreciation | 10.00 | 10.00 | 228.00 |
| | | Provision | 10.00 | 10.00 | 238.00 |
| | | Reserve | 10.00 | 10.00 | 248.00 |
| | | Contingency | 10.00 | 10.00 | 258.00 |
| | | Insurance | 10.00 | 10.00 | 268.00 |
| | | Utilities | 10.00 | 10.00 | 278.00 |
| | | Postage | 10.00 | 10.00 | 288.00 |
| Total | Operating Expenses | Operating Expenses | 133.00 | 133.00 | 421.00 |
| | | Capital Expenses | 188.00 | 188.00 | 609.00 |
| | | Debt Service | 288.00 | 288.00 | 897.00 |
| | | Total | 609.00 | 609.00 | 1506.00 |
| | | Operating Expenses | 133.00 | 133.00 | 421.00 |
| | | Capital Expenses | 188.00 | 188.00 | 609.00 |
| | | Debt Service | 288.00 | 288.00 | 897.00 |
| | | Total | 609.00 | 609.00 | 1506.00 |
| | | Operating Expenses | 133.00 | 133.00 | 421.00 |
| | | Capital Expenses | 188.00 | 188.00 | 609.00 |
| | | Debt Service | 288.00 | 288.00 | 897.00 |

Operating Expenses: 133.00, Capital Expenses: 188.00, Debt Service: 288.00, Total: 609.00

Operating Expenses: 133.00, Capital Expenses: 188.00, Debt Service: 288.00, Total: 609.00

Emergency Evacuation Plans and the ADA

By Kim Saylor Brannock, Cabinet for Workforce Development

Recent events at the World Trade Center and the Pentagon are causing Kentucky state government, as well as other employers, to re-evaluate emergency evacuation plans to ensure that employees can promptly and safely exit buildings.

Part of that plan may involve additional considerations for employees with disabilities. Under the Americans With Disabilities Act (ADA) supervisors are allowed to ask employees if they will need assistance to evacuate a building because of a disability or medical condition. As long as the information is used to assist in emergency situations, it is not considered an evasion of their privacy. Employees do not have to disclose a disability or medical condition and they are not required to accept assistance.

“ADA does not prevent a supervisor from obtaining and appropriately using information necessary for an emergency evacuation plan,” said Norb Ryan, Kentucky’s state Americans With Disabilities Act coordinator in the Cabinet for Workforce Development. “However, an employer should only ask for information that is necessary to provide assistance in an emergency. In many situations, employees will not need to disclose the details of their medical condition to their employer to be evacuated safely.”

An employer can identify individuals who may require assistance by the following methods:

- ◆ After making a job offer, but before employment begins, an employer may ask **all** individuals whether they will need assistance during an emergency.
- ◆ An employer also may periodically survey all of its current employees to determine whether they will require assistance in an emergency, as long as the employer makes it clear that self-identification is voluntary and explains the purpose for requesting the information.
- ◆ Finally, whether an employer periodically surveys all employees or not, it may ask employees with known disabilities if they will require assistance in the event of an emergency. An employer should not assume, however, that everyone with an obvious disability will need assistance during an evacuation.

Employees should be made aware that any information about their disability provided to an employer is confidential. Information about the employee’s disability can be shared

with first aid and safety personnel. An employer may share information about the type of assistance an employee needs in the event of an evacuation with people who are responsible for or involved in the emergency evacuation plan.

For more information about the ADA, contact Ryan toll-free at 1-877-423-2933 or go to the state ADA Web site at <http://ada.state.ky.us>.

The Americans With Disabilities Act bans discrimination based on disability and requires employers, businesses, and state and local governments to take reasonable steps to accommodate people with disabilities. The law requires public buildings and government programs and services to be accessible.

To find out specific evacuation information about some major state buildings, click <http://emergency.state.ky.us>. For buildings that are not listed and contain more than 10 occupants, employees can ask the building’s management for the written emergency procedure. In cases where there are fewer than 10 occupants, call 911 in the event of an emergency.

Locators Help Law Enforcement

Various law enforcement agencies throughout the state received Global Positioning System (GPS) locators from the Transportation Cabinet’s Divisions of Traffic, Planning, and Driver Safety.

GPS locators will allow police officers to provide more precise traffic crash location information and improve Kentucky’s crash data reporting capabilities. The accuracy of these small, hand-held devices increased over the past year to 10 feet or less.

The cabinet provided over \$900,000 through hazardous elimination funds to purchase approximately 5,500 units. After completing training in November and December, all law enforcement agencies in Kentucky received a GPS unit.

Employee Self-Service Program Update

By Dave Holzwarth, Personnel Cabinet

The Kentucky Employee Self-Service program (KESS) has been in full operation for several months now and based on the comments we have received from the Employee Survey, employees who have used the site really appreciate the program. The Personnel Cabinet has received many suggestions from employees of other items they would like to see added to the KESS program. The Cabinet is evaluating these suggestions and will incorporate as many of them as possible as time and funding permits.

According to the statistical analysis, over half the employees have visited the KESS site. If you would like to take advantage of the KESS system but have misplaced your User ID and/or Password, there is a procedure in place to help you. The User ID is created by using the first character of your first name, the first three characters of your last name and the last four characters of your social security number. So, if your name is Mary Doe and your social security number is 555-12-3456, your User ID would be MDOE3456. Notice that the "MDOE" are all upper case letters. The Password is computer generated and no one other than the employee who receives it knows what it is. The Passwords must be eight characters long and must contain at least one upper and one lower case letter as well as at least one number. There has been some confusion with Passwords that contain the lower case "L". Unfortunately, a lower case "L" (l) looks like a numeric one (1) doesn't it? If you have a Password that isn't working, try making the one (1) a lower case L.

The procedure to follow if you have lost, misplaced, or don't remember ever getting a User ID and Password for the KESS system is as follows:

1. If you have a state e-mail address, you may e-mail the GOT Help Desk and request that your Password be reset. (You must use your state e-mail address, not your personal one.) E-mails should be sent to: Clickhrhelp@mail.state.ky.us. In your e-mail please give the Help Desk your first and last name (some employees go by nick names or middle names) and the last four characters of your social security number (not your whole number, just the last four numbers), and a phone number where you can be reached.

2. The GOT Help Desk will use your User ID to re-establish a password for you and will call you back with the information. For extra security, you may want to include a code word in your e-mail to assist the Help Desk in verifying who you are.

3. If you do not have a state e-mail address and are accessing the KESS system from your home or other location, and you need your password reset, you will need to notify either your Agency Personnel Administrator, Agency Payroll Officer, or your Agency Security Officer and ask them to e-mail the GOT Help Desk at the address above with the same information mentioned in # 1. The Help Desk will call you back direct but for security reasons, one of these three people will have to initiate the request.

4. If you are a new employee who has been on the payroll at least two months and you have not received a User ID and Password you should send an e-mail to Connie Page. She will investigate the situation and either set you up or explain the situation to you. Her e-mail address is: Connie.Page@mail.state.ky.us.

If you have any questions concerning this process, please notify your agency personnel administrator.

Winner of KESS State Park Weekend Announced



To encourage employees to look at the new Kentucky Employee Self-Service program when it was rolled out in September, a contest was conducted. The prize was a free weekend stay at a Kentucky State Park of the winner's choice. To enter the contest, employees completed the survey located on the home page of the KESS site.

The Personnel Cabinet is grateful to all employees who looked at the new system and offered feedback for future enhancements, and is pleased to announce that Ron DeVillez won the Weekend Giveaway. Congratulations!

DeViliez has worked for the Workforce Development Cabinet, Department of the Blind in Paducah, for the last two years. He has a master's degree in human resources, and previously worked for Four Rivers Behavioral Health and the Boy Scouts of America. When not at work, he enjoys physical fitness, outdoor activities, and playing his guitar and singing.

While the contest is over, the employee survey will remain on the KESS homepage, and your comments and suggestions for improving the system continue to be welcomed.

Training Resources at State Library

By Nancy Houseal, Librarian, Kentucky Department for Libraries and Archives

Trainers, does the room temperature seem to spark more discussion than your topic of the day? Supervisors, do your employees groan whenever you bring a flip chart to staff meetings?

Whatever your training needs, let the Audiovisual Section at the State Library help with its collection of management training videos. The State Library, a division of the Department for Libraries and Archives, is dedicated to serving the information needs of all state government employees. It is located at 300 Coffee Tree Road, adjacent to the Vietnam Memorial, in Frankfort. Hours are 8 a.m. - 4:30 p.m., Monday through Friday.

Among the training videos available for checkout to state government employees for work-related use are:

- ◆ *Art of Listening* (39 min.; Location Number VC 7874) Focuses on the five keys to improving listening skills.
- ◆ *Encouraging the Heart* (20 min.; VC 7621) Demonstrates how to motivate people to high standards of performance.
- ◆ *Everything You Always Wanted to Know About Management* (25 min.; VC 7690) Communicates timeless and proven management skills that raise employee productivity and improve morale.
- ◆ *Fish!* (17 min.; VC 7468) Profiles one business's ability to incorporate teamwork, customer service, sales, and personal fulfillment and creativity into its work environment.
- ◆ *More Than A Gut Feeling III* (32 min.; VC 7403) Demonstrates the use of behavioral style interviewing to help employers choose the best candidate for the job based on past work behaviors.

The Audiovisual Section at the State Library also maintains a collection of videos and films which may be checked out by state government employees for personal as well as professional use. Besides management training, other videos and films are available on topics such as health and safety, time management, computer instruction, customer service, and many more.

A complete listing of all videos and films in the State Library's collection can be found in the 2000 Film/Video Catalog. These catalogs are available to all state government employees upon request while quantities last. Videos and films are checked out for a period of one week (excluding shipping time). Materials may be renewed for one

additional week if the titles have not been reserved by another patron. All titles listed in the catalog have public performance rights and may be shown in group settings, with certain restrictions.

The Audiovisual Section also checks out audiovisual equipment to state government employees in Frankfort. Overhead projectors, slide projectors and folding screens are available.

Any state government employee who wishes to check out audiovisual materials and equipment must have a valid library card. To obtain a library card, complete an application in person or online at <http://www.kdla.net/statelib/librarycard.htm>. State government employees can also request applications to be mailed (either by Messenger Mail or the U. S. Postal Service) or faxed to them by calling the Circulation Desk at (502) 564-8300, ext. 337.

State employees in Frankfort may pick up and return materials to the Audiovisual Section. Work-related materials may be delivered and returned by Messenger Mail.

State employees outside Frankfort may have work-related videos shipped directly to their offices via UPS. State employees outside Frankfort wishing to borrow materials should contact the Audiovisual Section at (502) 564-8300, ext. 361 to set up an account for borrowing.

More information on the State Library and the Audiovisual Section may be found at www.kdla.net. Contact the Audiovisual Section of the State Library for any assistance needed with video or film materials, equipment, or setting up borrowing accounts at (502) 564-8300, ext. 361. E-mail inquiries may be sent to Audiovisual Librarian Ellen Dickerson at Ellen.Dickerson@kdla.net.

Other training resources may be found in the State Library's online catalog at www.kdla.kyvl.org.

To learn about possible opportunities for the State Library's help in providing supplementary training information resources for your agency, contact the State Library at (502) 564-8300, ext. 232, or send e-mail inquiries through the "Ask A Librarian" service at <http://www.kdla.net/statelib/asklib.htm>.

Convention Facilities at State Parks

By Jim Carroll, Dept. of Parks

There was a time when the “nation’s finest” park system catered mostly to the leisure traveler. But in recent years, conferences and other group activities have garnered a greater share of business at Kentucky State Parks.

The state’s Department of Parks has invested in new facilities that more and more state government groups are using.

In recent years, two conference centers have been built. At Buckhorn Lake State Resort Park near Hazard, a \$1.2 million conference center offers 2,800 square feet of meeting space that seats up to 180 persons banquet style. Its amenities include a projection-screen system. The new space also boasts outstanding views of tranquil Buckhorn Lake.

Meanwhile, at General Butler State Resort Park in Carrollton, state government groups are discovering the

advantages of holding meetings at a plush \$2.7 million conference center. The building measures 14,222 square feet and seats about 500. A fully equipped kitchen and a modular design that accommodates up to three groups at a time are among the center’s features.

The Department of Parks has stepped up its group marketing, as well. The department’s first-ever meeting planner provides invaluable information on all group facilities throughout the 49-park system. It’s available for free by calling 1-800-255-PARK.

With the peak meeting season now under way, the department’s sales staff is eager to work with state agencies to plan cost-efficient, effective meetings. For more information, contact a member of the group sales staff. David Thacker and Lois Glover can be reached at 1-502-564-8110.

Housing Costs, Homelessness Surveyed

A study released by the Kentucky Housing Corporation finds that housing costs are relatively low in Kentucky, but incomes are also relatively low, and growth in the low-income population is outpacing expansion of affordable housing. The study, *Kentucky Housing Needs Assessment, Phase I*, is an initial analysis of population and housing trends since 1980.

Conducted by the University of Louisville’s Urban Studies Institute for Kentucky Housing Corporation, the study points out that economic development policy and housing policy should be linked together. Because the affordability problem is one of inadequate income, “Kentucky’s current emphasis on improving educational outcomes in the state may well be an effective way to mitigate future affordability problems,” according to the study.

Kentucky Housing Corporation Chief Executive Officer F. Lynn Luallen stated, “The findings in this study clearly demonstrate that affordable housing, jobs and education are tied together as quality of life issues.” Luallen added, “While the data from this study will assist Kentucky Housing Corporation in determining how to best utilize our

resources to meet the housing needs of Kentucky’s families, we must continue to build and foster partnerships to address all aspects affecting our families’ and communities’ well-being.”

A homeless survey was also contracted by Kentucky Housing Corporation. The survey was conducted by Morehead State University from Feb. 1 through mid-April, 2001, and covered all non-urban areas of the state. The survey report presents characteristics of Kentucky’s homeless population. It includes comparisons between the 1993 and 2001 homeless surveys and features such information as the causes of homelessness, household characteristics, duration and frequency of homelessness, and the needs of homeless persons.

Both reports may be accessed at www.kyhousing.org/groups/students/.

For more information about the reports, call Davey King at (502) 564-7630, ext. 450, or send him an e-mail message at dking@kyhousing.org.

State Hosts National Ethics Conference

Right, (left to right) Ethics Commission staff and members, (seated) Jack Segell, Cynthia Stone, and Thomas Bishop; (standing) Boyce “Andy” Crocker, Jo Ledford, Joan Small and James Willhite

The Kentucky Legislative Ethics Commission hosted the 2001 Council on Governmental Ethics Laws (COGEL) Conference, held in December in Lexington. COGEL is a national professional organization that facilitates and promotes the exchange and dissemination of information on governmental ethics among its members and associate members.

Orlando “Tubby” Smith surprised conference attendees, including members and staff of the Executive Branch Ethics Commission, at a reception at the Kentucky Basketball Museum. Members from as far away as Hawaii and Canada stood in line to get an autograph and have their pictures made with the University of Kentucky coach.

Among plenary speakers for the conference were Nicole Gordon, executive director of the New York City Campaign Finance Board; Helen Thomas, dean of the White House press corps; and Barry Richard, Esq., Greenburg Traugott,



Tallahassee, FL. (Mr. Richard represented now President George W. Bush in the Florida election controversy.)

Members and staff were able to share ideas with and receive insight from ethics professionals of other states, cities and countries. They were gratified to learn how much emphasis, both nationally and internationally, is placed on the importance of ethical behavior of public servants, and how dedicated ethics organizations are in carrying out their missions of improving ethical behavior in government.

Human Rights Looks at Digital Divide

By Victoria Dempsey, Kentucky Commission on Human Rights

The Kentucky Commission on Human Rights (KCHR) and the Louisville Defender newspaper recently brought a presidential consultant to Louisville to talk about what U.S. officials call the digital divide – the gap between people with access to information technology, and those without.

National digital divide expert Darien Dash was the main speaker at the KCHR Seventh Annual Town Forum on Nov. 10. Dash is owner of DME Interactive Holdings Inc., in Englewood Cliffs, N.J., which markets computers and Internet services to minority and low-income households. He has served as a consultant in the administrations of Presidents Bill Clinton and George W. Bush, as officials look for ways to provide information technology to underserved communities.

A 2000 U.S. Department of Commerce report, “Falling Through the Net,” revealed that while more Americans, in general, have computer and Internet access in their homes

(51 percent), the number of white households is more than double that of black and Hispanic households.

“Less opportunity to use computers and the Internet translates to less opportunity in the areas of employment, education, training, shopping, entertainment, and communication with the world,” KCHR Executive Director Beverly Watts told the Town Forum audience.

“Adults realize if they don’t get connected to the Internet, they are missing opportunities, and they are jeopardizing their children’s future,” Dash said. “There is certainly a sense of urgency within this country to level the playing field when it comes to bringing information access into minority and low-income households.”

KCHR holds annual forums to discuss civil and human rights issues important to Kentuckians. This year’s forum drew parents, government officials, and educators.

Calendar: Events and Observances

For more information on all events at state resort parks (SRP), call 1-800-255-PARK.

February

| | | | |
|-------|--|--------------|--|
| 1-3 | A Visit With the Eagles , Kenlake SRP | 5-6 | American Farriers Association Convention , Kentucky Horse Park, Lexington |
| 7-10 | Kosair Shrine Circus , Kentucky Fair & Exposition Center, Louisville | 7 | Suffrage Memorabilia Exhibit opens, Kentucky History Center, Frankfort |
| 8-10 | Valentine Weekend , Kentucky Dam Village Cupid’s Retreat , Pennyrile Forest SRP | 7-10 | Louisville Home, Garden and Remodeling Show , Kentucky Fair & Exposition Center |
| 9-10 | Caribbean Valentine , Kenlake SRP Sweetheart’s Dinner-Dance , Pine Mountain SRP Valentine Getaway , Cumberland Falls SRP | 8-10 | Mountain Memories Weekend , Carter Caves SRP, Olive Hill. Old-time entertainment. |
| 12 | Abraham Lincoln’s Birthday, Hodgenville. A wreath is placed at the symbolic birthplace cabin. | 16 | St. Patrick’s Day Parade , Lexington |
| 13-16 | National Farm Machinery Show & Championship Tractor Pull , Kentucky Fair & Exposition Center | 16-17 | Champagne Run Hunter/Jumper Show , Kentucky Horse Park, Lexington |
| 14-15 | Valentine Dinner , Waveland State Historic Site | 23-24 | Battle of Paducah Celebration , Civil War encampment commemorates 1864 Battle of Paducah. |
| 14-16 | Valentine’s Dinner Theater , Blue Licks SRP | 23-24 | Chocolate Festival , Washington |
| 14-17 | Valentine’s Dinner Theatre , Carter Caves SRP | 24 | Stars on Ice , Kentucky Fair & Exposition Center |
| 15-17 | Sweetheart Weekend , Rough River Dam SRP Perfect Harmony Weekend , General Butler SRP Sweetheart Weekend , Lake Barkley SRP Honeymoon Weekend , Barren River Lake SRP | 25 | Peter Campbell Clinic , western horsemanship clinic, Kentucky Horse Park, Lexington |
| 16-17 | Sweetheart Weekend , Buckhorn Lake SRP | April | |
| 15-17 | Becoming an Outdoors Woman: Couples Workshop , Buckhorn Lake SRP. Learn outdoor skills. Sponsored by the Dept. of Fish and Wildlife. For information, call Fish and Wildlife at 1-800-858-1549. | 12-14 | Louisville New Car Show , Kentucky Fair & Exposition Center |
| 22-24 | Eagles Weekend , Lake Barkley SRP. Eagle viewing trips by boat and van. | 16 | Pay Equity Day , contact the Commission on Women. |
| | | 25 | Take Our Daughters to Work Day |
| | | 26-27 | “Kentucky Women in Politics and Government,” symposium, contact the Commission on Women |

March

| | | | |
|------|---|----------|---|
| 1-31 | Women’s History Month: Contact the Kentucky Commission on Women for event information. | 15-May 3 | Spring turkey hunting season |
| 1 | Kentucky Women Remembered , Capitol | 20-May 4 | Kentucky Derby Festival , Louisville |
| 1-3 | Annual Humor Weekend , Rough River Dam SRP, lodging and programs on making people laugh. | 24-27 | National Quilt Show , Paducah |
| 2-3 | Kentucky Crafted: The Market , Kentucky Fair & Exposition Center. The finest in Kentucky crafts. | 25-28 | Rolex Three-Day Event , Kentucky Horse Park Heritage Weekend , Big Bone Lick SRP |
| | | 16-28 | Camper Appreciation Weekend , Kentucky State Park campgrounds. Stay two nights for the price of one. Special activities planned. |

Cabinet Comments

Commission on Women

Lori Kidwell is the new Communication and Legislation Manager for the Kentucky Commission on Women. She will also assist with communications for the Kentucky Commission on Small Business Advocacy.

Fish and Wildlife

Benjy Kinman replaces retired Fisheries Director Pete Pfeiffer. Kinman, a 25-year employee of the Kentucky Department of Fish and Wildlife Resources, has a master’s degree in biology from Murray State University.

Health Services Cabinet

Ellen Hesen was recently appointed deputy secretary and general counsel and Mike Robinson was named Medicaid commissioner in the Cabinet for Health Services, effective Nov. 1.

“These two individuals will be a tremendous asset to the Cabinet as we face increasing challenges with our budget and in health care delivery generally. I have no doubt that their considerable expertise will help us to meet our goal of bringing the highest possible quality of health services to the people of Kentucky,” said Health Services Secretary Marcia Morgan.

Hesen had been the interim Medicaid commissioner since March and worked on a major reorganization plan for Medicaid. She has been with the Cabinet since 1996, serving as general counsel. In that position as chief legal advisor for the cabinet secretary, she was responsible for legal services for all agencies within the Cabinet, including the Department for Medicaid Services. Hesen previously worked in private practice in Louisville and served with the Jefferson County Attorney’s Office.



Ellen Hesen



Mike Robinson

“Ellen’s common sense approach to management, combined with her outstanding legal expertise, has earned her high marks throughout the Cabinet and state government,” said Morgan. “We are lucky to have someone of Ellen’s caliber in public service.”

Robinson, an 18-year state government veteran, most recently worked with the Governor’s Office for Technology as executive director of the Office of Administrative Services. Robinson’s prior management experience includes service as deputy commissioner of the Department of Personnel and co-director of an Executive Management Commission that made recommendations on ways to improve management practices in state government.

During Robinson’s term as commissioner of Social Insurance, child support collections increased by 400 percent over an eight-year period and substantial welfare reform was put in place. He also spent five years in the private sector working as a senior consultant on human services projects with state agencies.

As Medicaid commissioner, he will serve on the Medicaid Steering Committee and participate in the Cabinet’s efforts to restructure Medicaid.

“The depth of his experience will be invaluable in our efforts to help reengineer Medicaid and balance its budget,” Morgan said.

(Comments continues on page 30.)

Gov. Patton Reflects

education, elementary and secondary education, post-secondary education, and adult education. It is important that we remain committed to each one of these areas to ensure that Kentucky becomes a major player in the New Knowledge Based Economy.

Education reform does not happen overnight; in fact, in many cases we are talking years and in some cases decades to bring about change. We are just now beginning to reap the rewards of our decade-long effort.

- ◆ For the first time, Kentucky’s high school and grade school students are performing above the national average in math, science, and reading.
- ◆ Enrollment in the Kentucky Community and Technical College System (KCTCS) increased 28% during the past two years.
- ◆ 5,500 students are enrolled in Kentucky Virtual University.
- ◆ 19,000 more students enrolled in our post-secondary education system in 2001 than in 1998.
- ◆ \$21,600,000 in KEES Scholarships funds were distributed to 31,650 students last year.
- ◆ Bucks for Brains funding has resulted in an increase in the number of endowed chairs at our doctoral universities from 48 to 134, and endowed professorships have increased from 58 to 203.
- ◆ 12,000 more individuals enrolled in our adult education programs last year representing a 23% increase over the prior year.
- ◆ 14,000 individuals earned GEDs this year, representing a 41% increase over the past five years.

This is a great beginning, but it is only a beginning. Despite a decade of education reform, one fourth of our citizens are not as literate as they should be and only 21% of Kentucky adults over the age of 25 have a postsecondary degree. We must remain vigilant in our efforts to provide affordable and accessible education to all of our citizens.

As we prepare for a new year, especially one that holds more uncertainty than in the past, Judi and I ask that you

(Continued from page 1.)

join us in thoughtful prayer for the families of the individuals who lost their lives on September 11, our military personnel currently fighting this aggression and our nation’s leaders.

President Roosevelt once said, “The only limit to our realization of tomorrow will be our doubts of today. Let us move forward with strong and active faith.”

As Kentuckians, let us not let the acts of terrorism stop us in our efforts to move Kentucky forward.

May God bless you and your family in the coming year.

Cabinet Comments

(Continued from page 29.)

Higher Education Assistance

Dr. Joe L. McCormick was appointed Executive Director and Chief Executive Officer of Kentucky Higher Education Assistance Authority and Kentucky Higher Education Student Loan Corporation effective Oct.1.

He was most recently vice president for national affairs for the Apollo Group, Inc., of Phoenix, Arizona. Prior to that he was chair of the Direct Loan Task Force, Acting Director of the Guarantor and Lender Oversight Staff, and Special Assistant to the Deputy Assistant Secretary of the U.S. Department of Education (USDE).

Articles contained in this newsletter were submitted by respective agency information liaisons. To submit articles, contact your agency’s liaison.

Comments and suggestions are always welcome.
Call 502-564-3433 or 1-800-471-1753, or e-mail
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Employee Performance Evaluation Update

By Johnny R. Keene, Personnel Cabinet

ATTENTION STATE EMPLOYEES: It is with a strong sense of purpose that I encourage each of you to complete the following survey on the new employee evaluation system. Your input is needed to help assess how the system is working and identify improvements. Please take a few minutes to answer all survey questions, detach and return the completed form to the address indicated. Results of the survey will be shared in a future edition of the *Commonwealth Communiqué*.

NOTE: Performance evaluations must be completed only for full-time merit employees who (a) held status as of Jan. 1 of the performance year, and (b) have remained in continuous merit status throughout the performance year. Only eligible employees should complete this survey.

2001 EMPLOYEE SURVEY

1.

In what part of the state is your official work station located?

☐ Western

☐ Central

☐ Southern

☐ Eastern

☐ Northern

2.

How long have you worked for state government?

☐ 1-5 years

☐ 6-10 years

☐ 11 years or more

3.

What is your pay grade?

☐ 3-6

☐ 7-10

☐ 11-13

☐ 14 or above

4.

Did you have a performance plan meeting with your supervisor during the month of January 2001?

☐ Yes

☐ No

If “No,” what month? _____

5.

At the performance plan meeting, did your supervisor review the duties and assign points and expectations for each job category reflected on the evaluation form?

☐ Yes

☐ No

☐ No Meeting Occurred

6.

Do you think the job duties listed on the evaluation form accurately reflect the work that you do?

☐ Yes

☐ No

☐ Unsure

7.

Do you think the assigned points and expectations included in your performance plan are realistic and/or measurable?

☐ Yes

☐ No

☐ Unsure

8.

Did you receive a copy of your performance plan?

☐ Yes

☐ No

9.

How clear an understanding did you have about the kind of job performance that was expected of you during the 2001 performance year?

☐ Very Clear

☐ Clear

☐ Unclear

☐ Very Unclear

10.

Did your supervisor discuss with you how the evaluation system works?

☐ Yes

☐ No

11.

Did you receive an Employee Evaluation Handbook?

☐ Yes

☐ No

(Survey continued on page 32.)

2001 EMPLOYEE SURVEY (Continued from page 31. Please complete both pages of survey.)

12. Did you sign and return to your supervisor the Employee Orientation Acknowledgement Form located in the back of the Employee Evaluation Handbook?

☐ Yes ☐ No
13. Did your supervisor conduct the first interim review meeting during the month of April 2001?

☐ Yes ☐ No

If No, what month? _____
14. Did your supervisor conduct the second interim review meeting during the month of August 2001?

☐ Yes ☐ No

If No, what month? _____
15. Did the interim review meetings provide you with coaching and feedback on good performance as well as areas needing improvement?

☐ Yes ☐ No ☐ Unsure
16. Did you have a year end 2001 evaluation meeting with your supervisor during the month of January 2002?

☐ Yes ☐ No
17. Do you think your final overall year end rating was fair?

☐ Yes ☐ No
18. Did your supervisor have any documentation to support his/her rating of your performance?

☐ Yes ☐ No
19. Overall, how satisfied are you with the employee performance evaluation system?

☐ Very Satisfied ☐ Satisfied ☐ Dissatisfied ☐ Very Dissatisfied
20. In what Cabinet/Agency do you work? _____

_____ FOLD AND AFFIX POSTAGE TO MAIL _____

Please Mail, Messenger Mail or Fax (FAX: (502) 573-0324) this completed survey no later than April 1, 2002 to the following address:

PLACE
REQUIRED
POSTAGE
HERE

PERSONNEL CABINET
OFFICE OF PERFORMANCE MANAGEMENT
801 TETON TR
FRANKFORT, KY 40601

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